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**From:** Ashenafi, Sisay [Ashenafi.Sisay@epa.gov]  
**Sent:** 6/15/2016 7:46:48 PM  
**To:** Cirian, Mike [Cirian.Mike@epa.gov]; Moler, Robert [Moler.Robert@epa.gov]  
**CC:** Faulk, Libby [Faulk.Libby@epa.gov]  
**Subject:** RE: Contract roll over and next steps at CFAC site

Hi all,

We are currently at the first step that Blair mentioned below. I have turned in the applicable paper work to headquarters to continue work beyond June 21<sup>st</sup>. If things go smoothly, we'll not experience any delays in the CFAC TASC support.

Robert: I will let you know prior to us getting to step 4 so that you can prepare the technical directive for the new task order for activities that are projected to happen after June 21<sup>st</sup>.

Best regards,

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**From:** Blair Stone-Schneider [mailto:bsschneider@skeo.com]  
**Sent:** Wednesday, June 15, 2016 1:09 PM  
**To:** Cirian, Mike <Cirian.Mike@epa.gov>; Moler, Robert <Moler.Robert@epa.gov>  
**Cc:** Ashenafi, Sisay <Ashenafi.Sisay@epa.gov>; Sarah Alfano <salfano@skeo.com>; Alison Frost <afrost@skeo.com>; Emily Chi <echi@skeo.com>; Krissy Russell-Hedstrom <krissy@skeo.com>  
**Subject:** Contract roll over and next steps at CFAC site

Hi Mike and Robert,

Emily relayed to me your concerns over the contract rollover and how it may impact next steps at the CFAC site. As she mentioned in person, we will provide a basic outline of Chapter profiles by the 21st, before the contract end date. The process to continue work after that point is as follows:

1. We need to receive a statement of work for a new task order from headquarters (this is usually prepared by the TOPO and given to headquarters).
2. We respond with a task order work plan in response to the statement of work.
3. Headquarters, in conjunction with the TOPO, approves the work plan and money is added to the task order.
4. We receive a technical directive for the project specific work.

All of these steps must be completed before we can continue work. We are not sure of the status of the first step as we haven't received the task order yet (this is an internal EPA process and we are not privy to that information). However, once these steps are completed and we receive a technical directive for continued work at the site, we will prepare a project approach that outlines that work and send that to you all for your approval. As Emily mentioned, continuity of support is important to us and we will make ourselves as available as possible for the project work to continue once these steps have taken place.

Please let me know if you have any questions. I am in the office today and tomorrow but will be out of the office on Friday. If you need to reach someone on Friday, please call Sarah Alfano (434-975-6700, ext. 265 or 434-989-3651) or Alison Frost (719-256-6708) with any additional questions.

Thank you,

Blair

Blair Stone-Schneider  
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